



April 30, 2002



In Reply Refer To:
(IM-2002-142)
CA-946

EMS TRANSMISSION: 4/30/02

Information Bulletin No. CA-2002-042

To: Systems Coordination Office (WO-570D)

From: Deputy State Director, Support Services

Subject: Response to the IM-2002-142, draft of Data Standards for Organization Information.

California has identified the following concerns.

- The instructions and the organizational information do not seem to follow the same guidelines, e.g., the State Director Office should be CA90000 but the organizational information sheet shows CA91000. This indicates that the State Director Office is a division onto their selves. The External Affairs, Law Enforcement and Equal Employment Opportunity (EEO) need a designation, e.g., CA91000 for External Affairs, because they are a division of the State Directorship, and 90100 for Law enforcement and 90200 for Equal Employment Opportunity (EEO) because they are branches of the State Directorship.
- There is not a clear understanding of why a Monument, with a typical staff comprised of 1-3 employees, is equated with the DSD designation? The current hierarchal structure is the monument staff receives direction from the Field Offices or the DSD in the State Offices.
- Our State's organizational hierarchy is comprised slightly different than other States/Centers. Is the granularity left up to the State/Centers discretion or will this standard have to apply to all instances in the Bureau?
- What is it meant by staff? Is staff the equivalent to a Branch in the State Office and is it equivalent to section, in a Field Office?
- There is a workload consideration for the Human Resource managers, in regards to the FPPS organization codes, routing paths, and realignment actions for 880 employees in the State.
- We have a union that needs to review this to ensure that there is not an impact on the employees in the collective bargaining unit.

If you have any questions regarding this matter, please call Rick Shellooe at 916 978 4555.

Signed by:
Lance J. Bishop
Acting DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management